

USER'S GUIDE

The following explanation of entries is keyed to the accompanying sample entry (page 7).

- ① Name of agency.
- ② The funding source for the amounts shown in columns 3 through 6. Only the funding sources which are included in the agency's budget are shown.
- ③ The 2014-15 base represents authorized appropriation and position levels for 2014-15. The base is doubled in the budget column to provide a two-year to two-year comparison.
- ④ The Governor's recommended budget and position levels for 2015-17.
- ⑤ The Joint Finance Committee's recommended budget and position levels for 2015-17.
- ⑥ These columns indicate the change, by amount and percentage, of the Joint Finance Committee's 2015-17 recommended budget to the 2014-15 base year doubled and to the Governor's recommendations. For positions, the comparison is made between the recommended authorization for 2016-17 and that of 2014-15.
- ⑦ This uniform entry, "Standard Budget Adjustments," includes such things as full funding of continuing positions, turnover reductions, and removal of one-time funding items. The box highlights the funding and position change to the agency's base as a result of the item. For every item which has a fiscal and/or position change, a box with that information will be presented. "REV" in the box indicates that the item will generate revenue for the fund which is identified.
- ⑧ Narrative description of the various budget change items, for each entry as recommended by the Governor and Joint Committee on Finance. If the entry shows "Governor/Joint Finance" the recommendations proposed by the Governor were adopted by the Joint Committee on Finance. The fiscal effect (which is located in the box), highlights the funding and position change to the agency's base budget. For those items where the recommendations of the Governor and Finance Committee differ, the change to the Governor's fiscal effect is also shown. Immediately following the title, there will be, if applicable, "[LFB Paper]" showing the number of the Legislative Fiscal Bureau budget issue paper prepared on this item. In this example, [LFB Paper 580] pertains to grant requirements.

SECRETARY OF STATE

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Budget Summary							
2	3	4	5	6			
Fund	2014-15 Base Year Doubled	2015-17 Governor	2015-17 Jt. Finance	Joint Finance Change to:			
				Governor		Base	
				Amount	Percent	Amount	Percent
PR	\$1,027,000	\$536,800	\$536,800	\$0	0.0%	- \$490,200	- 47.7%

FTE Position Summary					
2	3	4	5	6	
Fund	2014-15 Base	2016-17 Governor	2016-17 Jt. Finance	Joint Finance Change to:	
				Governor	2014-15 Base
PR	4.00	2.00	2.00	0.00	- 2.00

Budget Change Items

1. STANDARD BUDGET ADJUSTMENTS

PR	\$51,700
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Governor/Joint Finance: Provide adjustments of \$25,000 in 2015-16 and \$26,700 in 2016-17 to the Secretary of State's (SOS) program fees appropriation for full funding of continuing position salaries and fringe benefits (\$25,700 annually) and full funding of lease and directed moves costs (-\$700 in 2015-16 and \$1,000 in 2016-17).

2. DELETE POSITIONS [LFB Paper 580]

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	Funding	Positions
PR	- \$286,200	- 2.00

Governor/Joint Finance: Reduce funding by \$143,100 and delete 2.0 positions, annually. Make statutory changes eliminating the SOS's ability to name, and set the salary of, the Assistant Secretary of State. According to the administration, the two positions that would be deleted are the Assistant Secretary of State and an Office Operations Associate.

Under current law, the SOS may appoint an assistant, who may perform and execute any of the Secretary's duties, except as a member of the Board of Commissioners of Public Lands. The Assistant must take and subscribe the Oath of Office, as prescribed under the state constitution, and must give bond to the SOS in the sum and with the conditions prescribed by the Secretary, conditioned for the faithful discharge of the duties. The Oath must be filed and preserved in the Office of the Governor. Under the bill, these provisions would be repealed.